



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

May 31, 2013

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: 2013-15 OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS**

The Governor will take action on the omnibus operating and capital budgets following passage by the Legislature. The 2013-15 transportation budget (ESSB 5024) was signed on May 20. In order to comply with OFM's statutory responsibility in Chapter 43.88 RCW, we have posted the 2013-15 allotment instructions at <http://www.ofm.wa.gov/budget/instructions/allotment.asp>. Please note that the instructions are subject to change relative to actions taken by the Legislature and Governor on the appropriation bills.

The allotment instructions outline agency requirements for preparing and submitting:

- Initial allotments – operating and capital
- Allotment amendments – operating and capital
- Major capital project and other capital allotment requirements
- Special allocation information

Depending on the agency, initial allotments for the 2013-15 biennium are due to the Office of Financial Management (OFM) on **July 29, August 5, or August 12** (see Appendix A of the instructions). Agencies are required by law to submit allotments to OFM no later than 45 days after the start of the biennium. Expenditure Authority (EA) schedules for the operating, transportation, and capital budgets will be available through the [Enterprise Reporting System](#) soon after the bills are signed.

If you have questions, please contact your assigned [OFM Budget Contacts](#).

cc: Agency Budget Officers